



# Norfolk

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Department of Planning & Community Development

Division of Building Construction Services  
400 Granby Street / Norfolk, VA 23510-1914  
Phone: (757) 664-6565

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## Policy Admin 06-02

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### PRE-CONSTRUCTION MEETINGS

For large or complex projects, Division procedures must be discussed with certain participants in the project. In addition, required inspections, timing, changes to plan, special inspection requirements and final inspection guidelines can be discussed at this time. A pre-Construction meeting is required for a building with any of the following conditions:

- 12,000 ft<sup>2</sup> or floor area or more
- 4 stories or more in height
- 1600 amps electrical service or more
- Any project with substantive Special Inspections
- Any H occupancy
- Any other category if determined by Permits Team Leader

The applicant will be notified in writing by the Plans Examiner that a Pre-Construction meeting is required prior to approval of the permit by way of a general comment at plan review. The application will have a "Hold" placed in permit tracking software by the plans examiner, and removed only after the meeting is complete. The meeting dates available will be every Thursday from 10:00 AM until 12:00 PM. The applicant will schedule the meeting by calling Deborah Mapp at 664-6512 and giving her the address and project number. The meeting will be held in the first floor large conference (training) room. The applicant will be asked to bring the following information:

1. Timeline or critical path for project and any issues that will affect scheduled inspections.
2. Contact information for responsible parties (not attending the meeting)
3. Any plans necessary to explain inspector parking, cranes, construction office location or similar questions (example; site plan, reduced floor plan and elevation drawings).

**The following participants in construction projects will be notified and invited to pre-construction meeting:**

- ✓ Primary Contractor (essential)
- ✓ Registered Design Professional ;Architect of Record and Engineer of Record (essential)
- ✓ Project Superintendent or Manager (essential)
- ✓ Special Inspector; Agent 1 (essential)
- ✓ Plumbing, Mechanical, Electrical, Fire Suppression (or other trade) contractor (optional)
- ✓ Owner or Developer (optional)
- ✓ Fire Department
- ✓ Zoning Bureau

**The general items of discussion should include the following:**

- ✓ Contact information:
  - Exchange of phone numbers for all responsible parties; who does what.
  - Determination of an individual who serves as the single point of contact for the project.
    - Will also handle public complaints; One point of contact for condition of worksite, noise, start time, lights, etc.
- ✓ How to make changes to “Approved” Plan after the permit is issued.
- ✓ Deferred submittals (review required):
  - Architectural Revisions
  - Structural shop drawings
  - Fire protection schematic
  - Fire alarm design
  - Changes to “approved” construction documents
- ✓ Partial permits:
  - Foundation Only
  - Shell Permits
  - Commercial alteration
- ✓ Construction Fences
- ✓ Jobsite Safety requirements for Inspection Personnel Policy Admin 06-01
- ✓ Parking for inspector during inspections.
- ✓ Address posting requirements.
- ✓ General Building, Plumbing, Mechanical and Electrical Inspections:
  - Inspection timeline/ sequence; Office hours & inspections within normal business hours.
  - Special requests: Inspections outside normal business hours.
  - Address and Permits posting requirements, Full set of approved plans to be on site.
  - Inspection limits (floors, units, etc per day).
  - IVR inspection requests: Phone Number 664-6509.
- ✓ Specific Inspection procedures and guidelines. Pre-Concealment:
  - Building Checklist
  - Plumbing Checklist
  - Mechanical Checklist
  - Electrical Checklist
- ✓ Third Party Inspection procedures for normal inspections.
  - Policy #04-06
  - Must be approved prior to permit
  - Qualifications of Third Party to be reviewed prior to acceptance; resume required.
- ✓ Special Inspection procedures:
  - Must be approved prior to permit approval.
  - Hampton Roads procedures and guidelines (Policy Build 05-09)
  - Qualifications of SI to be reviewed prior to acceptance; resume required.
  - Submit field reports to our office regularly within 7 working days.
    - Link or group field reports to a specific inspection request to assist the inspector.
- ✓ Soils and soil reports; geotechnical engineer investigation
- ✓ Elevator requirements; plans, permits and inspections
  - Referenced standards
  - Signage
  - Material Hoist permits and inspections
  - Personnel Hoists permits and inspections
  - Elevator acceptance testing and inspection
- ✓ Fire Protection during construction
  - Temporary standpipes
  - Vehicle access
  - Concrete reports
  - Combustible and flammable liquids and gas, explosive materials
  - Fire extinguishers and temporary heating equipment, opening burning

- ✓ Final inspection guidelines:
  - Building Inspection
    - Checklist
  - Plumbing Inspection
    - Checklist
  - Mechanical Inspection
    - Checklist
  - Electrical Inspection
    - Checklist
  - Planning and Zoning
  - Fire Department
  - Public Works
  - Utilities
  - Parks and Forestry
  - Health Department
  - Applicant's responsibility to contact these and other agencies
- ✓ Temporary and Final Certificate of Occupancy
  - TCO and associated fee and limits
    - Limited to policy #03-001
    - 30 day limit
  - Other department requirements
  - Other agency requirements